



*Luther Speight & Company, LLC*  
*Certified Public Accountants and Consultants*

**YWCA OF GREATER BATON ROUGE**  
**AUDITED FINANCIAL STATEMENTS**  
**WITH INDEPENDENT AUDITOR'S REPORT**

**FOR THE FISCAL YEAR ENDED MARCH 31, 2023**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
YWCA of Greater Baton Rouge  
Baton Rouge, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of YWCA of Greater Baton Rouge (a nonprofit organization), which comprise the statement of financial position as of March 31, 2023, and the related statements of activities, functional expenses, and cash flows for the fiscal year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of YWCA of Greater Baton Rouge (YWCA) as of March 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of YWCA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about YWCA's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of YWCA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about YWCA's ability to continue as a going concern for a reasonable period.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to agency head (the schedule) is presented to comply with Act 706 of the 2014 Louisiana Legislative Session and is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2024, on our consideration of YWCA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of YWCA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering YWCA's internal control over financial reporting and compliance.

*Luther Speight & Co*

Luther Speight & Company CPAs  
New Orleans, Louisiana  
March 12, 2024

**YWCA of Greater Baton Rouge**  
**Statement of Financial Position**  
**As of March 31, 2023**

ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 475,856
Government Grants Receivable	457,616
Other Current Assets	26,728
Right-Of-Use Asset - Operating Leases	8,965
Fixed Assets, Net	2,586,505
TOTAL ASSETS	<u>3,555,670</u>
LIABILITIES	
Accounts Payable	155,271
Accrued Interest	2,591
Accrued Payroll	65,786
Compensated Absences	175,299
Lease Liability - Operating Leases	8,965
Construction Line of Credit	1,483,302
Notes Payable to Bank	745,010
TOTAL LIABILITIES	<u>2,636,224</u>
NET ASSETS	
Without Donor Restrictions	<u>919,446</u>
TOTAL NET ASSETS	<u>919,446</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,555,670</u>

The accompanying notes are an integral part of these financial statements.

**YWCA of Greater Baton Rouge**  
**Statement of Activities**  
**For the Fiscal Year Ended March 31, 2023**

	<u>Without</u> <u>Donor Restrictions</u>	<u>With</u> <u>Donor Restrictions</u>	<u>Total</u>
<b>SUPPORT AND REVENUE</b>			
Support			
Government Grants	\$ 5,303,518	\$ -	\$ 5,303,518
Contributions	7,981	-	7,981
Contributions-In-Kind	377,380	-	377,380
Fundraising Income	137,812	-	137,812
Private Grants	138,285	-	138,285
Other Income	151,041	-	151,041
Total Support	<u>6,116,017</u>	<u>-</u>	<u>6,116,017</u>
Revenue			
Membership Dues	<u>50</u>	<u>-</u>	<u>50</u>
Total Revenue	<u>50</u>	<u>-</u>	<u>50</u>
<b>TOTAL SUPPORT AND REVENUE</b>	<u><b>6,116,067</b></u>	<u><b>-</b></u>	<u><b>6,116,067</b></u>
<b>EXPENSES</b>			
Program Services	5,906,287	-	5,906,287
Management and General	1,002,578	-	1,002,578
Fundraising	<u>272,271</u>	<u>-</u>	<u>272,271</u>
<b>TOTAL EXPENSES</b>	<u><b>7,181,136</b></u>	<u><b>-</b></u>	<u><b>7,181,136</b></u>
Change in Net Assets	(1,065,069)	-	(1,065,069)
NET ASSETS, BEGINNING OF YEAR	1,887,605	-	1,887,605
NET ASSETS ADJUSTMENT	<u>96,910</u>	<u>-</u>	<u>96,910</u>
NET ASSETS, END OF YEAR	<u><u>\$ 919,446</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 919,446</u></u>

The accompanying notes are an integral part of these financial statements.

**YWCA of Greater Baton Rouge**  
**Statement of Functional Expenses**  
**For the Fiscal Year Ended March 31, 2023**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 3,202,135	\$ 269,716	\$ -	\$ 3,471,851
In-Kind Services	377,380	-	-	377,380
Retirement Contributions	102,538	3,104	-	105,642
Other Employee Benefits	229,306	120,867	-	350,173
Other Professional Fees	169,629	160,960	-	330,589
Payroll Taxes	263,156	8,389	-	271,545
Regranting Expense	225,000	-	-	225,000
Advertising and Promotion	18,791	41,034	16,443	76,268
Legal Expenses	2,342	-	-	2,342
Accounting	86,966	14,122	-	101,088
Supplies	237,905	158,974	113	396,992
Occupancy	160,516	50,661	-	211,177
Bail Bond Fees	115,978	-	-	115,978
Program Services Expenses	278,850	759	-	279,609
Repairs & Maintenance	138,396	9,058	-	147,454
Insurance	47,877	17,553	-	65,430
Conferences	30,202	31,395	255,526	317,123
Interest Expense	58,512	-	-	58,512
Office Expense	146,146	5,622	189	151,957
Travel Expenses	3,047	14,843	-	17,890
Other Expenses	11,615	31,902	-	43,517
Total Expenses Before Depreciation	<u>5,906,287</u>	<u>938,959</u>	<u>272,271</u>	<u>7,117,517</u>
Depreciation	<u>-</u>	<u>63,619</u>	<u>-</u>	<u>63,619</u>
Total Expenses	<u>\$ 5,906,287</u>	<u>\$ 1,002,578</u>	<u>\$ 272,271</u>	<u>\$ 7,181,136</u>

The accompanying notes are an integral part of these financial statements.



**YWCA of Greater Baton Rouge**  
**Statement of Cash Flows**  
**For the Fiscal Year Ended March 31, 2023**

<b>Cash Flows from Operating Activities</b>	
Change in Net Assets	\$ (1,065,069)
Adjustments to Reconcile Change in Net Assets to	
Net Cash (Used) Provided by Operating Activities:	
Depreciation	63,619
Amortization of Right-Of-Use Asset - Operating Leases	5,584
Net Assets Adjustment	96,910
Net Changes in Assets and Liabilities:	
Decrease in Grant Receivables	316,721
Increase in Other Current Assets	(21,863)
Right-Of-Use Asset Obtained in Exchange for New Operating Lease Liability	(14,549)
Increase in Accounts Payable	21,763
Increase in Accrued Expenses	2,591
Increase in Payroll Liabilities	12,302
Increase in Lease Liability - Operating Leases	8,965
Total Adjustments	<u>492,043</u>
Net Cash Used by Operating Activities	<u>(573,026)</u>
<b>Cash Flows from Investing Activities</b>	
Purchases of Fixed Assets	<u>(1,488,095)</u>
Net Cash Used by Investing Activities	<u>(1,488,095)</u>
<b>Cash Flows from Financing Activities</b>	
Borrowings of LOC, Net	1,483,302
Repayments of Note Payable to Bank, Net	<u>(26,843)</u>
Net Cash Provided by Financing Activities	<u>1,456,459</u>
Net Change in Cash and Cash Equivalents	(604,662)
<b>Cash and Cash Equivalents - Beginning of Period</b>	<u>1,080,518</u>
<b>Cash and Cash Equivalents - End of Period</b>	<u><u>\$ 475,856</u></u>

The accompanying notes are an integral part of these financial statements.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization

YWCA of Greater Baton Rouge (the Organization) is a Louisiana non-profit corporation organized for the purposes of advancing the spiritual, intellectual, mental, social, cultural and physical condition of women and girls in the Baton Rouge area. The Organization is associated with the Young Women's Christian Association of the United States of America. The Organization is also a participating agency of and receives a portion of its annual funding needs from the Capital Area United Way. Other principal sources of revenues are grants, annual membership dues, donations, and fees charged for various program activities. The Organization is exempt from Federal Income Taxes under Section 501(c)3 of the Internal Revenue Code.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

Basis of Presentation

In accordance with the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) as set forth in FASB ASC 958, which established standards for external financial reporting by not-for-profit organizations, the Organization classifies resources for accounting and reporting purposes into two net asset categories which are with donor restrictions and without donor restrictions. A description of these two net asset categories is as follows:

- Net assets without donor restrictions include funds not subject to donor-imposed stipulations. The revenues received and expenses incurred in conducting the mission of the Organization are included in this category. The Organization has determined that any donor-imposed restrictions for current or developing programs and activities are generally met within the operating cycle of the Organization and therefore, their policy is to record those net assets as without donor restrictions.
- Net assets with donor restrictions include funds that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Revenue Recognition

Contributions, including promises to give, are considered conditional or unconditional, depending on the nature and existence of any donor or grantor conditions.

A contribution or promise to give contains a donor or grantor condition when both of the following are present:

- An explicit identifying of a barrier, that is more than trivial, that must be overcome before the revenue can be earned and recognized.
- An implicit right of return of assets transferred or a right of release of a donor or grantor's obligation to transfer assets promised, if the condition is not met.

Unconditional contributions, or conditional contributions in which the conditions have been substantially met or explicitly waived by the donor, are recorded as revenue with or without donor restrictions, depending on the existence and nature of any donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Conditional contributions are recognized when the barriers to entitlement are overcome and the promises become unconditional. Unconditional contributions are recognized as revenue when received. Grants are either recorded as contributions or exchange transactions based on criteria contained in the grant award. Exchange transactions are reimbursed based on a predetermined rate for services performed. The revenue is recognized in the period the service is performed.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Organization considers all unrestricted highly liquid investments with a maturity of three months or less to be cash equivalents.

Uncollectible Accounts, Grants Receivable, and Promises to Give

The Organization uses the direct charge-off method whereby uncollectible accounts are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. The direct charge-off method is used because it does not cause a material departure from GAAP and it approximates the valuation method.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Fixed Assets

Expenditures for the acquisition of fixed assets are capitalized at cost. The fair value of donated fixed assets is similarly capitalized. The Organization's threshold for capitalization is \$5,000. Depreciation is computed using the straight-line method for financial reporting purposes over the following estimated useful lives:

Buildings and Grounds	5 – 15 years
Vehicles	5 – 7 years
Furniture and Equipment	3 – 10 years
Leasehold Improvements	10 years

Donated Assets and Services

Land, buildings and equipment received as donations are recognized in the accompanying financial statements at their estimated fair market value at the date they are received. The Organization recognizes contribution revenue for certain services received at the fair value of those services provided those services create or enhance non-financial assets or require specialized skills which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. The Organization also recognizes contribution revenue for use of facilities and use of equipment and supplies at fair value of what those would typically cost if not provided by donation.

Concentration of Credit

The Organization maintains cash accounts with two financial institutions. The bank balances at March 31, 2023 exceeded the federal insured amount of \$250,000 by \$225,856. The Organization's financial institutions did not hold any pledged collateral against the accounts, so the Organization's bank balances are subject to increased risk.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted using different methods. Salaries and fringe benefits are allocated between the different programs based on an analysis of the cost/benefit to each fund or function. Allowable program direct costs that can be identified to more than one program will be prorated individually as program direct costs using the ratio of actual program/client enrollment to total enrollment/clients served in all programs. Allowable administrative direct costs that can be identified to more than one program/grant will be prorated individually as administrative direct costs using the ratio of program number of employees to total number of all employees.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Functional Allocation of Expenses (Continued)

Allowable occupancy costs such as rent, utilities, telephone, internet, maintenance and repair, and insurance that can be identified to more than one program/grant will be prorated individually as occupancy direct costs using the ratio of program square footage to total square footage.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)3 of the Internal Revenue Code and classified by the Internal Revenue Services as other than a private foundation.

The Organization's Form 990, *Return of Organization Exempt from Income Tax* are subject to examination by the IRS, generally for three years after they were filed.

Leases

The Organization determines if a contract contains a lease when the contract conveys the right to control the use of identified assets for a period in exchange for consideration. Upon identification and commencement of a lease, The Organization establishes a right-of-use (ROU) asset and a lease liability. Operating leases, if any, are included in ROU Asset - Operating Lease and Operating Lease Liability on the accompanying statement of financial position. Finance leases, if any, are included in Fixed Assets and Finance Lease Liability.

The total lease term is determined by considering the initial term per the lease agreement, which is adjusted to include any renewal options that the Organization is reasonably certain to exercise as well as any period that the Organization has control over the asset before the stated initial term of the agreement. If the Organization determines a reasonable certainty of exercising termination or early buyout options, then the lease terms are adjusted to account for these facts. The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

The Organization uses the risk-free rate as the discount rate for all classes of underlying assets when the interest rate is not implicitly or explicitly stated in the lease agreement at commencement date. The Organizations do not recognize ROU assets and lease liabilities for leases with a term of 12 months or less.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Recent Accounting Pronouncements

In 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2016-02, *Leases* (Topic 842), which is intended to improve financial reporting on leasing transactions. ASU No. 2016-02 will require lessees to recognize right of use assets and lease obligations for operating and finance leases with terms greater than 12 months. ASU No. 2016-02 is effective for fiscal years beginning after March 15, 2020, with early adoption permitted. ASU No. 2016-02 must be applied modified retrospectively. On June 3, 2020, FASB issued ASU No. 2020-05, *Revenue from Contracts with Customers* (Topic 606) and *Leases* (Topic 842) that extended the effective date for certain entities, including the Organizations, to annual periods beginning after December 15, 2021. During the year ended March 31, 2023, the Organization adopted ASU No. 2016-02. See Note 6 for the required disclosures.

On September 17, 2020, the FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The Update is expected to increase transparency around contributed nonfinancial assets (also known as “gifts-in-kind”) received by not-for-profit organizations, including transparency on how those assets are used and how they are valued. The Update requires that contributed nonfinancial assets be presented as a separate line item in the statement of activities, apart from contributions of cash or other financial assets. It also requires additional disclosures. The ASU is applicable for periods beginning after June 15, 2021. During the year ended March 31, 2023, the Organization applied ASU No. 2020-07 to its contributed nonfinancial assets. See Note 10 for the required disclosures.

**NOTE 2 – FIXED ASSETS**

During the fiscal year ended March 31, 2023, the Organization commenced a development of 12 units of single-family residential homes, funded by a series of sources including the City of Baton Rouge HOME Investment Partnerships Program, Landlord Recovery Program (LHC) and a Line of Credit established by Home Bank, NA. As of March 31, 2023, the Organization incurred costs for the project totaling \$1,462,941, which was recorded in Construction in Progress. Construction in progress is included with fixed assets on the Statement of Financial Position. See Note 4 for additional information on the financing of this project.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 2 – FIXED ASSETS (CONTINUED)**

Details of fixed assets as of March 31, 2023 are as follows:

Buildings and Grounds	\$ 1,341,157
Vehicles	27,690
Furniture and Equipment	146,707
Leasehold Improvements	305,173
Construction in Progress	1,462,941
	<u>3,283,668</u>
Accumulated Depreciation	(697,163)
Net Book Value	<u>\$ 2,586,505</u>

Depreciation expense for the fiscal year ended March 31, 2023, was \$63,619.

**NOTE 3 – NOTES PAYABLE**

Notes payable consists of a loan with a bank with an original principal amount of \$792,000. Monthly payments of \$5,039, including principal and interest, are due until the maturity date of June 10, 2026, when an irregular one-time payment of approximately \$660,797 will be made. The interest rate is fixed at 4.5%. Future maturities of notes payable are as follows:

2024	\$ 27,416
2025	28,675
2026	29,993
2027	658,926
2028	-
Thereafter	-
Total	<u>\$ 745,010</u>

**NOTE 4 – LINE OF CREDIT – PROVIDENCE PLACE HOUSING DEVELOPMENT**

During the year ended March 31, 2023, as part of the HOME Investment Partnerships Program, Home Bank made \$3,008,303 available for the Organization to borrow to finance the construction of the twelve (12) units in the Providence Place Housing Development (see Note 2). Monthly interest payments are due, at a rate of 9.0%. Once the project is completed, federal grant funds will be pulled down to pay off the outstanding balance of the line of credit. As of March 31, 2023, the Organization had an outstanding balance of \$1,483,302.

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 5 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash and Cash Equivalents	\$ 475,856
Government Grants Receivable	457,616
Total Financial Assets	<u>933,472</u>
Net Assets With Donor Restrictions	<u>-</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u><u>\$ 933,472</u></u>

**NOTE 6 – LEASES**

During the fiscal year ended March 31, 2023, the Organization adopted ASC 842, *Leases*, which requires an organization to record a lease asset and liability based upon its lease agreements. The Organization has two operating leases; one lease is for a parcel of land referred to as the Wyandotte School Site, located at 2525 Wyandotte Street in Baton Rouge, Louisiana. The other lease is for .66 acres of land located in East Baton Rouge Parish, to be developed by the Organization. As a result, the Organization recorded a lease asset and lease liability at the origination date of the leases. The Wyandotte Street lease ends on June 30, 2024, and the ground lease ends December 1, 2051.

To calculate the lease asset and lease liability at the origination of the lease, the Organization used a discount rate of 4.5%, which is their incremental borrowing rate, and then calculated the present value of future lease payments. Each year, the asset and liability are reduced based upon the actual payments and a calculated amortization schedule.

In addition to the operating leases, the Organization had two additional leases. The Organization leases office space at 11404 Lake Sherwood Avenue in Baton Rouge, Louisiana. As of March 31, 2023, the Organization was on a month-to-month lease with payments of \$2,700 per month. The Organization also leases commercial space located at 5262 Prescott Road in Baton Rouge, Louisiana. This is also a month-to-month lease as of March 31, 2023, with monthly payments totaling \$3,600. Per the Organization’s lease policy, month-to-month leases are considered short-term; right-of-use assets and lease liabilities are not recognized for short-term leases.

Total rent expense for the year ended March 31, 2023 for all leases totaled \$81,600 and is included in occupancy expense, as reported on the Statement of Functional Expenses.



**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 6 - LEASES (CONTINUED)**

Supplemental balance sheet information related to the operating leases is as follows:

***Operating Lease***

Operating Lease ROU Asset	\$ 14,549
Operating Lease ROU Asset - Accumulated Amortization	<u>(5,584)</u>
	<u>\$ 8,965</u>
Operating Lease Liability	<u>\$ 8,965</u>

***Other Information***

Weighted-average remaining lease term in years for operating leases	6.34
Weighted-average discount rate for operating leases	4.50%

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the lease liability recognized on the balance sheet are as follows as of March 31, 2023:

2024	6,100
2025	1,600
2026	100
2027	100
2028	100
Thereafter	<u>2,400</u>
Total future minimum lease payments	10,400
Less: Imputed interest	<u>(1,435)</u>
Total present value of lease liabilities	<u>8,965</u>

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 7 – ECONOMIC DEPENDENCY**

The Organization receives the majority of its revenues from funds provided through various state and federal government grants. During the fiscal year ended March 31, 2023, approximately 87% of total support and revenue was received from the government grants. The grant amounts are appropriated each year by federal and state governments. If significant budget cuts are made at the federal, state and/or local level, the amount of funds the Organization receives could be reduced significantly and could have an adverse impact on its operations.

**NOTE 8 – RETIREMENT PLAN**

Employees of the Organization who meet minimum service requirements are eligible to participate in the National YWCA Retirement Fund (The Plan). The Plan is a cash balance defined benefit plan. Employee contributions are optional. Employees are allowed to make voluntary contributions based on their compensation up to certain maximum limits. An employer's risks of participating in a multiemployer plan are different from a single employer plan in that the assets contributed to a multiemployer plan may be used to provide benefits to employees of other participating employers; and if a participating employer stop contributing to the Plan, unfunded obligations of the Plan, if any, may be borne by the remaining participating employers. During the fiscal year ended March 31, 2023, the Organization contributed \$105,642 to the retirement plan. The actuarial present value of the benefit obligation and fair value of plan assets are not available separately for each employer that participates in the plan.

**NOTE 9 – FEDERAL COMPLIANCE CONTINGENCIES**

The Organization receives a portion of its revenues from government grants and contracts, all of which are subject to audit by the governments. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and are subject to audit by the government. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

**NOTE 10 – IN-KIND CONTRIBUTIONS**

During the fiscal year ended March 31, 2023, the Organization received the following non-cash donations of material, services and free use of facilities that have been reflected in the accompanying financial statements in Support and Revenues as Contributions-In-Kind and Functional Expenses as Donations-in-Kind:

**YWCA OF GREATER BATON ROUGE**  
**Notes to the Financial Statements**  
**March 31, 2023**

**NOTE 10 – IN-KIND CONTRIBUTIONS (CONTINUED)**

Volunteers, Interns, and Professional Services	\$ 37,065
Free or Discounted Use of Facilities	128,219
Equipment Usage and Maintenance Services	66,170
Supplies	3,686
Other Items	142,240
Total In-Kind Contributions	<u>\$ 377,380</u>

Generally accepted accounting principles require that only contributions of services received that create or enhance a non-financial asset or require a specialized skill by the individual possessing those skills and would typically need to be purchased if not provided by donation be recorded. The requirements of these financial standards are different than the in-kind requirements of the Organization's grant awards.

**NOTE 11 – NET ASSETS ADJUSTMENT**

Management determined that a net assets adjustment was necessary to properly state beginning net assets. A net assets adjustment totaling \$96,910 was made, which pertains to prior year audit entries.

**NOTE 12 – SUBSEQUENT EVENTS**

Management evaluated subsequent events as of March 12, 2024, which is the date these financial statements were available to be issued. Management noted that there are no additional disclosures or adjustments required to these financial statements.



*Luther Speight & Company, LLC*  
*Certified Public Accountants and Consultants*

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of  
YWCA of Greater Baton Rouge  
Baton Rouge, Louisiana

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of YWCA of Greater Baton Rouge (a nonprofit organization) ("the Organization"), which comprise the statement of financial position as of March 31, 2023, and the related statements of activities, functional expenses, and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 12, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of YWCA of Greater Baton Rouge's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Continued,

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as Finding #2023-002 that we consider to be a material weakness.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as Finding #2023-001.

#### **YWCA of Greater Baton Rouge's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Organization's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Organization's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Luther Speight & Co*

Luther Speight & Company CPAs  
New Orleans, Louisiana  
March 12, 2024



*Luther Speight & Company, LLC*  
*Certified Public Accountants and Consultants*

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
YWCA of Greater Baton Rouge  
Baton Rouge, Louisiana

**Report on Compliance for Major Federal Program**

***Opinion on Major Federal Program***

We have audited YWCA of Greater Baton Rouge's ("the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Organization's major federal program for the year ended March 31, 2023. The Organization's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, YWCA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended March 31, 2023.

***Basis for Opinion on Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *Uniform Guidance*, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as Finding #2023-002. Our opinion on each major federal program is not modified with respect to these matters.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Organization's response to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Organization's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified. Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Luther Speight & Co*

Luther Speight & Company CPAs  
New Orleans, LA  
March 12, 2024



**YWCA OF GREATER BATON ROUGE**  
**Schedule of Findings and Questioned Costs**  
**March 31, 2023**

**PART I – SUMMARY OF AUDITOR’S RESULTS**

**Financial Statements**

An unmodified opinion was issued on the financial statements of the auditee.

Internal Control Over Financial Reporting:

Material weaknesses identified?       yes     no

Significant deficiencies identified  
not considered to be material weaknesses?     yes     no

Noncompliance material to financial statements noted?     yes     no

**Federal Awards**

Internal control over major programs:

Material weakness (es) identified?       yes     no

Significant deficiency(s) identified  
not considered to be material weaknesses?     yes     no

An unqualified opinion was issued on compliance.

Any audit findings disclosed that are required to be  
reported in accordance with the Uniform  
Guidance?

yes     no

The major programs for the year ended March 31, 2023 were as follows:

1. Early Head Start – Assistance Listing # 93.600

Dollar threshold used to distinguish between Type A and  
Type B programs:

\$750,000

Auditee qualified as a low-risk auditee.

**YWCA OF GREATER BATON ROUGE**  
**Schedule of Findings and Questioned Costs**  
**March 31, 2023**

**PART II – FINANCIAL STATEMENT FINDINGS**

**2023-001 – Timely Submission of Annual Audit Report (Non-Compliance)**

**CRITERIA:** Louisiana Revised Statute 24:513 requires that Agencies receiving federal, state, or local government funding from the State of Louisiana submit an independent financial statement engagement to the Louisiana Legislative Auditor’s office within six months from their fiscal year end.

**CONDITION:** The Organization did not complete and submit its independent audit report within the required deadline.

**CAUSE:** The Organization did not engage its independent auditor on a timely basis.

**EFFECT:** Late submission causes the auditee to be put on the non-compliance list and can result in withholding of state and/or federal pass-through funding to the auditee.

**RECOMMENDATION:** The Organization should implement policies and procedures to ensure timely filing of any and all required reports.

**MANAGEMENT**

**RESPONSE:** See Management’s Corrective Action Plan on page 31.

**YWCA OF GREATER BATON ROUGE**  
**Schedule of Findings and Questioned Costs**  
**March 31, 2023**

**2023-002 - Construction Project Accounting Not Fully Implemented (Material Weakness)**

**CRITERIA:** Generally Accepted Accounting Principles requires that all financial transactions of an Organization be included in their financial statements. The related detailed transactions should be recorded in a general ledger with subsidiary ledgers as appropriate to support those financial statements.

**CONDITION:** The Organization incurred \$1.4 million in construction costs during the 2023 fiscal year. The costs were recorded to a subsidiary ledger maintained on spreadsheets; however the project receipts and disbursements were not included in the Organization's general ledger or internal financial statements. The Organization posted journal entries during the audit process to properly record this activity within its general ledger.

**CAUSE:** We were unable to determine the cause for this condition.

**EFFECT:** The internal financial statements were not complete due to the omission of the construction project activities. Also, additional audit work was required to update the audit scope to include these activities.

**RECOMMENDATION:** We recommend that the Organization include all future transactions related to this construction project in its general ledger and financial statements.

**MANAGEMENT RESPONSE:** See Management's Corrective Action Plan on page 31.

**YWCA OF GREATER BATON ROUGE**  
**Schedule of Findings and Questioned Costs**  
**March 31, 2023**

**PART III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**2023-003 – Timely Submission of Federal Audit Clearinghouse Filing (Noncompliance)**

**Title and Assistance Listing Number of Federal Program:** AL #93.660 – Early Head Start

**Federal Award Identification Number:** 06CH011555-03-02

**Name of Federal Agency:** Department of Health and Human Services

**CRITERIA:** 2 CFR requires that non-federal entities that expend \$750,000 or more in a year in federal awards must submit their audited annual financial reports and the data collection form to the Federal Audit Clearinghouse within thirty (30) days after receipt of the auditor’s report, or nine (9) months of the close of the auditee’s fiscal year.

**CONDITION:** The Organization did not remit the annual audited financial statements and the data collection form to the Federal Audit Clearinghouse within 9 months after year-end as required by the Uniform Guidance.

**CAUSE:** The Organization did not engage its independent auditor on a timely basis.

**EFFECT:** Late submission causes the Organization to be put on the non-compliance list and can result in withholding of federal pass-through funding.

**QUESTIONED COSTS:** Unknown

**RECOMMENDATION:** The Organization should implement policies and procedures to ensure the timely filing of any and all required reports.

**RESPONSE:** See Management’s Corrective Action Plan on page 31.

**YWCA OF GREATER BATON ROUGE**  
**Status of Prior Year Findings and Questioned Costs**  
**March 31, 2023**

<b><u>Finding #</u></b>	<b><u>Description</u></b>	<b><u>Resolved/Unresolved</u></b>
2022-001	Timely Submission of Annual Audit Report	Unresolved

**YWCA of Greater Baton Rouge**  
**Schedule of Expenditures of Federal Awards**  
**For the Fiscal Year Ended March 31, 2023**

<u>Grantor/State Pass-through/ Program name Location of Project</u>	<u>Assistance Listing Number</u>	<u>Federal Award Identification Number/ Pass-Through Number</u>	<u>Federal Expenditures</u>
<b>U.S. Department of Health and Human Services</b>			
Administration of Children and Families			
Early Head Start	93.600	06HE01133 06CH01155503	\$ 3,866,978
			<u>3,866,978</u>
City of Baton Rouge, LA			
Resiliency in Communities After Stress and Trauma	93.243	N/A	<u>22,600</u>
<b>Total U.S. Department of Health and Human Services</b>			3,889,578
<b>U.S. Department of Agriculture</b>			
Child and Adult Care Food Program	10.558	N/A	162,229
<b>U.S. Department of Housing and Urban Development</b>			
Louisiana Housing Corporation			
Emergency Solutions Grant Program	14.231	N/A	<u>89,062</u>
<b>Total Federal Expenditures</b>			<u>\$ 4,140,869</u>

See accompanying notes to the schedule of expenditures of federal awards.

**YWCA OF GREATER BATON ROUGE**  
**Notes to Schedule of Expenditures of Federal Awards**  
**For the Fiscal Year Ended March 31, 2023**

**NOTE 1 – BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**NOTE 2 – INDIRECT COST RATE**

The Organization has not elected to use the ten percent (10%) indirect cost rate allowed under the Uniform Guidance.

**NOTE 3 – LOAN AND LOAN GUARANTEES**

The Organization did not expend federal awards related to loans or loan guarantees during the year ended March 31, 2023. The Organization had no loans outstanding at the year ended March 31, 2023.

**NOTE 4 – FEDERALLY FUNDED INSURANCE**

The Organization has no federally funded insurance.

**NOTE 5 – NONCASH ASSISTANCE**

The Organization did not receive federal noncash assistance for the year ended March 31, 2023.

**YWCA of Greater Baton Rouge**  
**Schedule of Compensation, Benefits, and Other Payments**  
**to Agency Head or Chief Executive Officer**  
**For the Fiscal Year Ended March 31, 2023**

**Agency Head Name and Title:** Dianna Payton, CEO

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 134,113
Benefits-FICA	8,178
Benefits-insurance	1,912
Benefits-retirement	6,706
Benefits-executive parking	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	7,830
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-
	<b>\$ 158,739</b>





YWCA of Baton Rouge  
Management's Corrective Action Plan  
For the Year Ended March 31, 2023

**2023-001 – Timely Submission of Annual Audit Report (Non-Compliance)**

**Corrective Action Planned:** The Organization has implemented administrative procedures to assure that the independent auditor is engaged prior to the end of the fiscal year.

**Person Responsible:** Dianna Payton, CEO

**Anticipated Completion Date:** The finding should be resolved for the March 31, 2024 audit.

**2023-002 - Construction Project Accounting Not Fully Implemented (Material Weakness)**

**Corrective Action Planned:** The Organization has already implemented procedures to record the Project transactions in the general ledger.

**Person Responsible:** Melissa Hayes, CFO

**Anticipated Completion Date:** The finding should be resolved for the March 31, 2024 audit.

**2023-003 – Timely Submission of Federal Audit Clearinghouse Filing (Noncompliance)**

**Corrective Action Planned:** The Organization has implemented administrative procedures to assure that the independent auditor is engaged prior to the end of the fiscal year.

**Person Responsible:** Dianna Payton, CEO

**Anticipated Completion Date:** The finding should be resolved for the March 31, 2024 audit.



*Luther Speight & Company, LLC*  
*Certified Public Accountants and Consultants*

**YWCA OF GREATER BATON ROUGE**  
**AGREED UPON PROCEDURES REPORT**  
**FOR THE FISCAL YEAR ENDED MARCH 31, 2023**



*Luther Speight & Company, LLC*  
*Certified Public Accountants and Consultants*

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of  
YWCA of Greater Baton Rouge  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period April 1, 2022 through March 31, 2023. YWCA of Greater Baton Rouge's management is responsible for those C/C areas identified in the SAUPs.

YWCA of Greater Baton Rouge has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period April 1, 2022 through March 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

***Results:*** *The written policies and procedures appropriately address the required elements above.*

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- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

*Results: The written policies and procedures appropriately address the required elements above.*

- c) **Disbursements**, including processing, reviewing, and approving.

*Results: The written policies and procedures appropriately address the required elements above.*

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

*Results: The written policies and procedures appropriately address the required elements above.*

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*Results: The written policies and procedures appropriately address the required elements above.*

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

*Results: The written policies and procedures appropriately address the above elements except for legal review of contracts.*

**Management's Response:** *All contracts that are in the normal day-to-day operations are reviewed by the CEO and CFO and signed by the CEO. Any contract that is complicated or beyond the day-to-day operations are reviewed by one of the following sources:*

*Hired independent Attorneys - Brezeale Sache and Wilson.*

*Attorney who is on the board of directors.*

*YWCA now has a full-time attorney on staff who can review documents.*

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

**Results:** *The written policies and procedures appropriately address the required elements above.*

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

**Results:** *The written policies and procedures appropriately address the above items except for dollar thresholds by category of expense. The Entity follows the State of Louisiana's travel per diem policy for travel per diems and the IRS guidelines for mileage reimbursement. We reviewed those policies, and it appropriately addresses the dollar thresholds.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

**Results:** *Not applicable to the Entity.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Results:** *Not applicable to the Entity.*

- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

**Results:** *The Entity provided documentation that appropriately addresses items 1 through 3 above. However, it does not address the use of antivirus software on all systems, timely application of all available system and software patches/updates, and identification of personnel, processes, and tools needed to recover operations after a critical event.*

**Management's Response:** 4) We have antivirus software installed on each machine at YWCA that reports back to our management console and alerts us if threats have been identified, quarantined, or blocked. 5) We have Remote Monitoring and Management software that runs on each machine, called Ninja. It applies software and security updates through patch management. 6) The identification of our personnel would be our service and support team that would assist in responding to a critical event, the process would be to put in a ticket or call us to report an event (this would start a ticket in our ticketing system), once the situation is identified as a critical event or outage we would escalate that issue within our team so we can address and recover operations in a timely manner. We have backup software running on the servers that performs bare-metal backups so we can recover from a critical outage or data loss.

- l) **Sexual Harassment**, including R.S.42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Results:** Not applicable to the Entity.

### **Board or Finance Committee**

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2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

**Results:** The Board met in March, May, August, October, and December of 2022. In 2023, the Board met every other month. No exception noted.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

**Results:** The Entity is a private non-profit and is not on the governmental accounting model as it relates to the general fund. However, financial statements are presented at the board meetings which include budget to actual comparisons.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

**Results:** *Not applicable, as the Entity is a non-profit.*

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** *The Entity's board minutes did not address the prior year's finding regarding timely submission.*

**Management's Response:** *Beginning April 2024, the YWCA Board of Directors will implement a procedure to make audit findings a standard agenda item at each meeting until all identified issues are resolved.*

### **Bank Reconciliations**

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3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:

**Results:** *List of bank accounts and management's representation were obtained. We selected the month of March 2023 for the testing below.*

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

**Results:** *We noted that YWCA has five bank accounts. There was no evidence on any of the five bank reconciliations that they were prepared within two months of the related statement closing date; the excel reconciliations did not contain initials, dates, or evidence of electronic logging.*

**Management's Response:** Due to an attempted fraud on the operating account, the CFO has to login daily before 11am to release all checks clearing on the account. Therefore, all activity on the account is reviewed daily. The CEO reviews activity monthly when signing the statement, as well as when the reconciliation is approved. The reconciliations are performed by the CFO and reviewed by the CEO. However, we are open to suggestions on how to electronically log and date these reviews.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

**Results:** We noted that the bank reconciliations showed no evidence of review by individuals who do not handle cash, post ledgers, or issue checks.

**Management's Response:** YWCA GBR rarely has cash on the premises. The Executive Assistant will open the mail with a second person present. The CFO performs the reconciliations and does not open mail.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement's closing date, if applicable.

**Results:** We noted that the Investar Bank Operating Account had reconciling items that have been outstanding for more than 12 months from the fiscal year-end. We have not obtained documentation from management reflecting research on these reconciling items.

**Management Response:** The items outstanding on the investor operating account include one small item from September 2022 and the other items fare from February and March 2023. There is one outstanding check dated 03.29.2022 in the amount of \$50.00 which is payable to one of our active employees.

## **Collections**

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

**Results:** LSC noted that any funds received in person or via postal service are received at the administration office located at 11404 Lake Sherwood Avenue N., Ste B., Baton Rouge, LA 70816. No cash or money orders are received at the business location. The funds are obtained through direct deposit or physical checks.



5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*Results:* LSC noted that any funds received in person or via postal service are received at the administration office located at 11404 Lake Sherwood Avenue N., Ste B., Baton Rouge, LA 70816. We have obtained and inspected written policies and procedures relating to employee job duties at the collection location and observed that the job duties are properly segregated. Funds are deposited by the Fiscal Assistant and bank reconciliations are performed by the CFO to verify the deposit.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

*Results:* Entity provided a copy of a crime insurance policy that was enforced during the fiscal period.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

*Results: We noted that the Entity's collections were supported by proper documentation. We noted that each deposit was made one business day after collection. We also noted no exceptions found when tracing the deposit to the deposit slip and to the bank statement.*

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

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- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

*Results: Any funds received in person or via postal service are received at the admin office located at 11404 Lake Sherwood Avenue N., Ste B. Baton Rouge, LA 70816.*

- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

*Results: We have obtained a listing of the employees involved and the written policies and procedures relating to employee job duties at the location mentioned above and observed that the job duties are properly segregated. Department managers request for purchases are put on a purchase order request form and sent to the CEO for approval prior to purchasing. Normal repairs and maintenance items are then billed and paid for by the finance department.*

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*Results: We noted the original invoice/billing and all the supportive information matched up, including evidence of segregation of duties with no exceptions.*

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*Results: We observed 5 randomly selected non-payroll disbursements and noted no exceptions.*

### Credit Cards/Debit Cards/Fuel Cards/P-Cards

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12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Results: We obtained a listing of all active cards, which consisted of only credit cards, and management's representation that the listing is complete. Management listed four card holders, but the credit card statements have a fifth card holder listed.*

*Management's Response: We apologize for the inadvertent omission of cardholders. The list of cards active during the audit period in question has been updated and submitted to the audit firm.*

13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
- b) Observe that finance charges and late fees were not assessed on the selected statements.

*Results: There is evidence showing that the statements were reviewed and approved. Finance charges and late fees were not assessed on any of the five cards.*

14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*Results: We noted no exceptions for the transactions we were able to test. However, we did not receive documentation support for 6 of the selected transactions.*

*Management’s Response: No public funds were used for 4 of the 6 receipts. The organization has two storage units at the Wyandotte location. The two PODS amounts are monthly recurring fees. The vendor submits an invoice monthly. However, we did not receive an invoice for March 2023, the vendor may have been updating their system.*

#### Travel and Travel-Related Expense Reimbursements (excluding card transactions)

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*Results: The reimbursements we selected were not per diem.*

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

*Results: Reimbursements using actual costs were supported by the original itemized receipts. No exceptions were noted.*

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #11h).

*Results: Each reimbursement was supported by documentation detailing the business/public purchase for the charge. No exceptions were noted.*

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Results: Each reimbursement was reviewed and approved by someone other than the person receiving the reimbursement. No exceptions were noted.*

## ***Contracts***

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- 16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

*Results: We noted that all contracts selected were not subject to Louisiana Public Bid Law.*

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

*Results: Not applicable. Contracts do not require approval by the governing board according to Entity's policy.*

- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

**Results:** *We noted no contract amendments.*

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

**Results:** *We performed the procedures above and no exceptions were noted.*

### ***Payroll and Personnel***

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17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

**Results:** *We requested and obtained paid salaries and personnel files for a selection of five (5) employees. The paid salaries agreed to the authorized salaries in each employee's personnel file. We noted no exceptions.*

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

**Results:** *We requested attendance records and leave documentation for the selected employees. We noted no exceptions.*

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

**Results:** *The salaried employees do not ordinarily submit attendance records, but they do accumulate leave.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

**Results:** *We noted no exceptions. All selected employees' attendance and leave, if applicable, is approved by a supervisor.*

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**Results:** We noted no exceptions. Client provided documents showing each employee's leave accrued or taken.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

**Results:** We noted no exceptions. The rate paid to the selected employees agrees to the authorized salary found within the personnel files.

- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours, and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

**Results:** The Entity made one termination payment. We agreed the hours worked and accumulated leave to the employee's pay rate. We noted no exceptions.

- 20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**Results:** No exceptions were noted regarding this requirement.

#### **Ethics**

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**Results:** Not applicable as the Entity is a non-profit.

#### **Debt Service**

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**Results:** Not applicable as the Entity is a non-profit.

#### **Fraud Notice**

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- 21. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

**Results:** Management confirmed there were no misappropriations of public funds and assets during the fiscal year ended March 31, 2023.

22. Observe that the entity has posted on its premises and website the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*Results: No exceptions were noted. The required notice above is present on Entity's website.*

### ***Information Technology Disaster Recovery/Business Continuity***

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23. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

*Results: Management contracts an outside company for anything regarding IT. Client supplied contract with the company, Baham Laboratories.*

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

*Results: We noted no exceptions. LSC obtained documents showing the client has backed up its critical data.*

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*Results: We noted no exceptions. LSC obtained documents showing the client has verified that its backups can be restored.*

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*Results: We noted no exceptions. LSC obtained a listing of the client's computers currently in use along with their locations. All 5 selected computers have current and active antivirus software and the operating system and accounting system software in use are currently supported.*

- d) Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.



**Results:** Please provide documentation showing that the following employees were removed or disabled from the network.

**Management's Response:** All employees of YWCA are given access to the payroll system to record and request leave time and to print their paycheck stubs. Once Finance terminates an employee from the system, their access to the system is automatically removed.

The IT department was contacted, and Mr. Collins' email was forwarded to another employee so the work could continue. Ms. Doucet was a teacher and did not have a formal email address to remove from the agency's system.

### ***Sexual Harassment***

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**Results:** Not applicable as the Entity is a non-profit.

We were engaged by YWCA of Greater Baton Rouge to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of YWCA of Greater Baton Rouge and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Luther Speight & Co*

Luther Speight & Company CPAs  
New Orleans, Louisiana  
March 15, 2024